



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Director of Community Development</b>	
<b>DEPARTMENT:</b>	<b>Community Development Department</b>	
<b>REPORTS TO:</b>	<b>City Manager</b>	<b>DATE: May, 2009</b>
<b>EMPLOYEE UNIT:</b>	<b>Management &amp; Confidential</b>	<b>Supersedes: August, 1997</b>
<b>FLSA EXEMPT:</b>	<b>Yes</b>	

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**JOB SUMMARY:** Under administrative direction of the City Manager, the Community Development Director administers all phases of a comprehensive community development program, including development of land use planning policies and regulations, issuance of development permits, building inspection and code enforcement. Provides expert professional assistance to City management staff in areas of responsibility; performs related work as required.

**CLASS CHARACTERISTICS:** This is an executive management position, with full responsibility for managing the activities of the department through subordinate supervisory staff. Successful performance of the work requires the ability to independently implement varied programs following general policy guidelines.

This is an “At-Will” classification which means the Director of Community Development serves at the will of the City Manager and may be removed at any time without cause, notice, or right of appeal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the City Manager and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the Community Development Department.
2. Plan, organize, assign, direct, review, and evaluate planning, building, code enforcement, environmental review, and related activities.
3. Provide information, policy recommendations and staff support for varied appointed commissions and committees concerned with land use, community development, housing, congestion management, economic development, and related planning matters.
4. Develop and direct the preparation of, amendments to, and implementation of the City General Plan.
5. Select assigned personnel and provide for training and professional development, interpret City policies and procedures to employees, and ensure positive morale and high productivity of department staff.

6. Prepare and administer the department's annual budget.
7. Serves as Secretary to the City's Planning Commission.
8. Confer with and provide professional assistance to City departments on community development matters such as transportation planning, housing, and redevelopment.
9. Make presentations before the City Council.
10. Represent the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public.
11. Monitor developments related to planning, building, land use, grant and bond programs, code enforcement, and redevelopment matters, evaluating the impact of each upon City operations and recommends policy changes.
12. Prepare a variety of periodic and special reports.
13. Conduct or direct analytical planning, develop and review reports of findings, consider alternatives, and make recommendations.
14. Handle difficult inquiries or community concerns.
15. May serve as acting City Manager in the City Manager's absence.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Possess a Bachelors Degree from an accredited college in City and Regional Planning, Urban Planning, Public, Business Administration, or a related field. A Master's degree in City and Regional Planning or Urban Planning is preferred.
2. At least five years of municipal planning experience which has included at least two years at a supervisory or management level.
3. Familiarity with building inspection, code enforcement, and plan checking programs and processes highly desired.

**Licenses & Certificates:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

**Other Requirements:**

1. Must be willing to attend evening meetings.

**Knowledge of:**

1. Principles, practices, techniques of urban planning, economic development, and redevelopment.
2. Applicable city, county, state and federal laws, codes, ordinances, and regulations.
3. Administrative principles and methods, including goal setting, program development and implementation, budget preparation, administration, and employee supervision.
4. Basic building, code enforcement, grant and alternative funding principles, practices, and methods.
5. Environmental issues as related to planning and development review processes.

**Skill in:**

1. Planning, organizing, assigning, directing, reviewing and evaluating varied community development activities.
2. Selecting, training, motivating and evaluating staff.
3. Developing, implementing and interpreting policies, procedures, goals, objectives and work standards.
4. Analyzing complex problems, evaluating alternatives and making creative recommendations.
5. Interpreting and explaining complex laws and regulations.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of common office software including Microsoft Office.

**Ability to:**

1. Exercise sound independent judgment within general policy guidelines.
2. Establish and maintain effective working relationships with those contacted in the course of the work, including difficult or disgruntled citizens, contractors, developers, and others.
3. Represent the City effectively in meetings with others.
4. Prepare clear, concise and competent reports, correspondence, and other written materials.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.